



## ***Instructions for Teacher Candidates Applying for Student Teaching Approval and Initial Licensure***

### ***Prior to Student Teaching***

**Applicant Deadlines.** Teacher candidates must ensure that their South Carolina Department of Education's (SCDE's) application files are complete approximately six months prior to their student teaching, according to the following deadlines:

<b>Fall semester student teachers:</b>		<b>February 15</b> (i.e., the February <i>prior to</i> student teaching)
<b>Spring semester student teachers:</b>		<b>June 15</b> (i.e., the June <i>prior to</i> student teaching)

**Application Files.** On or before the applicable deadline, teacher candidates must ensure that their applications are complete by going online and clicking on the *View Licensure Status* link at the top of the SCDE Licensure web page at <http://ed.sc.gov/agency/se/Educator-Services/Licensure/>.

*In order to be complete, your file needs to include*

- ☒ your completed online *Application for Student Teaching Approval and Initial Teacher Licensure* (see link above to apply)
- ☒ the specified application fee,
- ☒ a photocopy of your Social Security card (sent by fax or mail), and
- ☒ the results of your fingerprinting and background check process (with fee) through the state vendor.

Note: Pursuant to Section 59-25-115 of the SC Code of Laws, all teacher candidates must have a cleared background check on file with the SCDE *before* they can begin the student teaching semester. Background checks are valid for 18 months.

### ***Becoming Licensed after Student Teaching***

**After Student Teaching.** Since you already completed and submitted the *Application for Student Teaching Approval and Initial Licensure* with fee prior to your student teaching, you do **not** need to submit another application in order to become licensed.

The IHE you are attending will submit your official transcript and a recommendation for licensure form to the SCDE after you have

- ☒ successfully completed your student teaching,
- ☒ completed or graduated from the licensure/degree program in which you are enrolled, and
- ☒ earned the minimum qualifying scores on the required PRAXIS II content area exam(s) and the Principles of Learning and Teaching (PLT) exam.

Note: Background checks are valid for a period of 18 months. If more than 18 months have passed between the date of your original (or most recent) background check and the time you complete your degree and required examinations, you will need to complete the fingerprinting and background check process (with fee) again.

**Licensure Process.** Once you have completed all requirements and all necessary documents are on file with the Office of Educator Licensure at the SCDE, a licensure analyst will review your application.

- ☒ If you have met all requirements, you will receive your **initial educator license** by mail.
- ☒ If updated and/or additional materials are needed (e.g., a new fingerprinting and background check), you will be contacted by mail.

### ***Important Information and Reminders***

**Updated Information.** Always keep the SCDE updated on changes to your name and/or mailing address. *Remember: If we do not know your current name and address, we cannot contact you!* To update your contact information anytime after you have submitted your original application, use the *Request for Change/Action* form available on the [Licensure web page](#).

**Licenses.** Your initial teaching license will be sent to you via postal mail. All subsequent license updates and renewals, however, will be posted to your online licensure status file. You will then be able to print your most recent license directly from your file since the updated license will not be mailed to you. You can view your online licensure status file at any time by clicking on the *View Licensure Status* link on the [Licensure web page](#).